

JUDICIAL COUNCIL OF CALIFORNIA

Administrative Office of the Courts 455 Golden Gate Avenue San Francisco, California 94102
415-865-4272 Telecommunications Device for the Deaf Web site: www.courtinfo.ca.gov/careers

EMPLOYMENT OPPORTUNITY

JOB TITLE: SENIOR BUDGET ANALYST
Trial Court Regional Budget Support Unit

CITY: Sacramento

JOB REQUISITION: 2460

DEPARTMENT STATEMENT

THE FINANCE DIVISION

The Finance Division of the AOC provides to the judicial branch and the trial courts an integrated program of budget management and coordination, accounting, internal audit, procurement, and contract management. It also provides accurate and timely financial data to the legislative and executive branches and other constituents. The division comprises the Office of Budget Management, the Office of Accounting and Business Services, the Office of Trial Court Financial Services, and Internal Audit Services. Accountable for the judiciary's \$3.0 billion budget, the division provides to the judicial branch an integrated program of accounting, budget planning, fiscal oversight, procurement, and contract services.

THE OFFICE OF BUDGET MANAGEMENT

The Office of Budget Management consists of five units: Budget Development & Capital Outlay Fiscal Support; Administrative Budget Management and Support; Budget, Data, and Technical Support; Trial Court Regional Budget Support; and Trial Court Budget Program and Policy. The Office of Budget Management prepares and presents the state judicial budget; prepares monthly financial reports; monitors budget performance throughout the judicial branch; distributes funding to the trial courts consistent with allocations approved by the Judicial Council; maintains and monitors the fiscal reports of the trial court system; forecasts court-based revenues; performs fiscal, policy, legislative, and program analysis as requested; provides direct technical assistance and training to the trial courts in developing and managing budgets; assists with the resolution of fiscal issues; and works closely with other AOC divisions and Judicial Branch entities. Staff from the Office of Budget Management strives to foster effective communication and positive relations with the courts and with appropriate personnel in the legislative and executive branches.

TRIAL COURT REGIONAL BUDGET SUPPORT UNIT

The primary function of the Trial Court Regional Budget Support Unit is to communicate and effectuate the fiscal policies of the AOC and the Finance Division by providing direct support and assistance to the trial courts on budget related issues; acting as a liaison for the trial courts with other Finance Division units and departments; and facilitating the flow of information between the trial courts and the Finance Division to ensure that individual trial court issues are addressed in a timely manner. Trial Court Regional Budget Support staff work closely with the trial courts in fiscal planning and identifying and addressing potential budget problems, and is the first point of contact between the trial courts and the AOC Finance Division regarding budget questions, problems, and issues.

RESPONSIBILITIES

- Perform the more difficult, complex, and sensitive budget development activities requiring an understanding of the budgeting process;
- Provide general assistance and technical support to trial courts in the completion of budget documents as needed;
- Work with trial courts to ensure that budget documents are submitted timely, and follow-up with courts that do not submit the budget documents by the stated deadline;
- Review budget documents for completeness, accuracy, and reasonableness in comparison to prior year(s), per established guidelines. Follow-up with trial courts on any discrepancies, or problems, including identification of any potential problems;
- Conduct trial court site visits to discuss budget related issues and provide technical assistance;
- Make policy recommendations on financial and budgetary matters affecting the trial courts;
- Alert Finance Division management to possible issues or problems, and maintain an open exchange of information with the courts;
- Assist with various budget drills as needed;
- Write Judicial Council reports and prepare report presentation materials;
- Provide assistance with the coordination and implementation of the workshops, including the training component, as required;
- Provide staff support to AOC committees and working groups;
- Research fiscal issues and prepare analysis for AOC Finance Division management as requested;
- Attend trial court regional meetings and regional office staff meetings;
- Travel in state as necessary; and
- Perform other duties, as assigned.

QUALIFICATIONS

Equivalent to possession of a bachelor's degree, preferably with major course work in business or public administration or finance, and three years of professional analytical experience in budget development, analysis, and planning, including one year of lead experience for those positions identified as lead. Additional directly related experience may be substituted for the education on a year-for-year basis. Possession of a directly related postgraduate degree may be substituted for one of the three years of required experience.

OR

One year performing duties equivalent to an Associate Budget Analyst in the executive or legislative branches of the California state government.

OR

One year as a Budget Analyst with the judicial branch.

Must be available to work occasional evening and weekend hours, as needed.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Principles and practices of budgeting and financial procedures;
- Principles and practices of developing and administering multiple, complex budgets;
- Practices of reviewing financial documents for completeness and accuracy;
- Principles and practices of grant preparation, administration, and auditing;
- The operation of personal computers and the use of specified computer applications, such as word processing and spreadsheets;
- Principles and techniques of preparing effective oral presentations; and
- Principles and techniques of preparing a variety of effective written materials.

Ability to:

- Use initiative and independent judgment within established procedural guidelines;
- Organize, prioritize, and coordinate multiple work activities and meet critical deadlines;
- Analyze and review budgets and financial operations;

- Research complex financial/budgeting principles or fiscal impact assessments of legislation;
- Interpret, explain, and apply requirements, rules, and regulations related to various funding sources;
- Interpret, explain, and apply basic principles and practices of grant preparation, administration, and auditing;
- Review financial documents for completeness and accuracy;
- Operate personal computers and use specified computer applications, such as word processing and spreadsheets;
- Communicate effectively in English, orally and in writing;
- Establish and maintain effective working relationships with those contacted in the course of the work; and
- Use tact and discretion in dealing with those contacted in the course of the work.

HOW TO APPLY

To ensure consideration of your application for the earliest round of interviews, this position will remain open until filled. To complete an online application, please visit our Web site at www.courtinfo.ca.gov/careers/view.htm, select job category "Finance/Accounting/Budget", and search for Job Req. #2460, Sr. Budget Analyst. This position requires the submission of our official application and response to the supplemental questions attached.

OR

To obtain a printed application, please visit:

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455 Golden Gate Avenue, 7th Floor

San Francisco, California 94102-3688

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PAY AND BENEFITS

SALARY RANGE FOR POSITION: \$5,549 - \$6,743 per month

Highlights of our benefits package include:

- Health/Dental/Vision benefits program
- 13 paid holidays per calendar year
- Choice of Annual Leave or Sick/Vacation Leave
- 1 personal holiday per year
- \$105 transit pass subsidy per month
- CalPERS Retirement Plan
- 401(K) and 457 deferred compensation plans
- Employee Assistance Program
- Basic Life and AD&D Insurance
- FlexElect Program
- Long Term Care Program (employee paid/optional)
- Group Legal Plan (employee paid/optional)

The Administrative Office of the Courts Is an Equal Opportunity Employer.